

TAX CONSULT IS LOOKING FOR AN ADMINISTRATIVE ASSISTANT

1. Our firm

Tax Consult SA provides accounting and auditing services, management consulting, legal and tax advice to multinational companies and to small, fast growing companies.

Tax Consult SA is divided in three departments the CorporateTax Department, the HR Department and the Accounting & Audit Department.

Our Administrative Team counts 5 professionals who give support to our staff of almost 50 persons.

You will find more useful additional information about us on our website www.taxconsult.be.

2. Your Job

You will be involved in Tax Consult's client acceptance policy and in the collection of the required identification documents;

You will be responsible for our client's data base (updates and follow up);

You will be in charge for the follow up of our client's receivables;

You will be in charge for preparing and sending global mailings to our customers;

You will be in charge for internal administration such as:

- The archives
- The digitalisation of our client's files
- Follow up and classifying of our library and our Subject file

You will give support to the different department including electronical filing, secretarial work.

3. Your profile:

You have a good knowledge of MS Office;

You are familiar with computer science;

Being familiar with accounting standards and financial figures is a plus;

You are fluent in French, Dutch and English;

You have an open mind towards clients and an excellent external/intern communication;

You have autonomy but also like to work in team;

You are enthusiastic and flexible.

4. We offer:

The possibility to work in a pleasant, young, flexible and dynamic environment;

The autonomy that results of the recognition of your competence and responsibility;

The advantage, quality and safety of being part of a team;

An excellent salary and benefits package.

Interested?

Please contact Frédérique DECKERS and send your application to fd@taxconsult.be.